

**Immediate Office of the Secretary**  
Contingency Plan for Agency Close Down Procedures

The Secretary of Agriculture requires maximum flexibility when managing the orderly shutdown of USDA. In the event of an interruption due to a lapse of funds, all functions and resources of the Office of the Secretary (OSEC) including all Mission Area and Executive Offices would be centralized into the Immediate Office of the Secretary.

The Secretary will assign priorities and shift resources as needed to address safety concerns. Circumstances will dictate the actual number of employees needed.

On the first day of the shutdown, all OSEC employees will report for duty as scheduled and proceed with orderly shutdown including securing files, cancelling schedules, and certifying sub-agency orderly shutdown procedures. OSEC employees will be notified by call or automated system with future instructions for reporting to work, if any. OSEC employees are to follow these special instructions:

- Employees on travel status must return to their duty station. Exceptions are the Secretary and any excepted employees assigned to him (i.e. protective detail, etc).
- Excepted employee communication will be conducted through the Ops Center.
- The Office of Tribal Relations, White House Liaison, and the Office of Faith and Neighborhood Partnerships are part of OSEC's contingency plans.
- Issue notices of cancellations of ongoing scheduled activities until further notice.
- All phones will be programmed with an appropriate message once shutdown is complete.
- Non-excepted should not be using handheld electronic devices, e.g. iPhones, Blackberries, Androids, etc., for communications during shutdown for official business other than for the purposes of shutdown or as required by the Secretary.
- Whitten Building will have fewer security guards, no food service, limited janitorial, limited maintenance and limited Executive Service Division support. Jefferson Drive entry point only.

Excepted employees at the end of an orderly shutdown (19 employees total):

Secretary  
Deputy Secretary  
Chief of Staff to the Secretary  
Deputy Chief of Staff(s) to the Secretary (2)  
Acting-Chief of Staff to the Deputy Secretary  
Under Secretaries (7) and Assistant Secretaries (3)  
Deputy Under Secretary for FFAS (1)  
Senior Advisor, Budget  
Director of Scheduling

This plan is subject to amendment as situations require, provided such amendments are consistent with applicable law. The point of contact for OSEC contingency plans are Oscar Gonzales, Deputy Chief of Staff for Operations.